

- n) Assess ways in which language reflects and influences values and behaviour

2. Reading and Reference

- a) Cite and document sources where necessary, following MLA conventions
- b) Evaluate the effectiveness of one's own and others' written material using criteria that include the following: plain language, coherence and organization, consistency in the application of usage conventions; relevance to argument of supporting evidence and examples; appropriateness of intended purpose and audience; attention to detail
- c) Summarize, make inferences, draw conclusions and critically evaluate
- d) Paraphrase main ideas in written material
- e) Distinguish between implicit and explicit messages
- f) Apply prior knowledge and experience to assist understanding of new material
- g) Use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the Internet
- h) Interpret details and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats
- i) Gather, evaluate, synthesize, and organize information into a research paper or report of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago)

3. Written Communication

- a) Plan and write a variety of types of paragraphs and essays,
- b) Integrate research material into a research paper or report using MLA conventions,
- c) Gather information and organize it into functional writing assignments
- d) Edit own work fully for coherence and accuracy
- e) Monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
- f) Write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations
- g) Organize information and ideas to clarify thinking and achieve desired effect
- h) Understand and avoid plagiarism
- i) Produce writing on demand (e.g. essays, exams)

4. Speaking and Listening Skills

- a) Speak, adjusting for audience, purpose, and situation, to inform, persuade, and interact in formal and informal situations
- b) Give and respond to feedback during oral presentations
- c) Collaborate and consult with others in completing communication tasks
- d) Explain the value and limitations of collaborative work
- e) Use effective presentation aids to enhance communications

3. Required Materials

- (a) Texts: *Essay Essentials: With Readings* (6th edition), Norton, Green and Dynes

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Monday/Wednesday, 2:00-3:20

Location: Ewing 344

Detailed Schedule TBA

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

- (a) Assignments: Paragraphs, Summaries, Essays, Research Paper, Oral Presentation (60%)
- (b) Quizzes: Grammar and Punctuation (10%)
- (c) Exams: In-Class Midterm (5%); In-Class Final (10%)
- (d) Other (e.g. Project, Attendance, Group Work): In-Class Writing Prompts, Peer Editing, Participation (15%)

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://www.camosun.bc.ca/policies/policies.html>

Responsibilities

My responsibilities are to have prepared relevant and meaningful content that fulfills Camosun College's learning outcomes for this course, be available to answer your questions or offer further guidance, and provide detailed and timely feedback that justifies your scores and allows you to grow as an effective communicator.

Your responsibilities are to be on time and in full attendance for all classes, be prepared to participate in learning activities, meet due dates, and be aware of and adhere to Camosun College's policies and procedures (i.e. computer usage, copyright, plagiarism policies).

Preparation and participation are required for this course. The timeliness and degree of your course preparation and participation will affect your level of success.

Be sure to ask for help when needed. I have office hours, but I'm more than happy to meet outside of those via Skype/FaceTime or respond to questions over e-mail.

General Information

- All major assignments (10% or more) are mandatory. Students cannot complete the course unless all assignments are submitted.
- Unexcused late assignments will lose 10% a day (except in case of documented illness). Late assignments will only be accepted up to one week following their due date.
- Missed classroom activities/quizzes/tests because of an unexcused absence cannot be made up (except in the case of a documented illness). Students who are absent will receive a zero on any missed in-class work.
- Personal computers are not permitted, except for documented medical reasons.

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.